

Human Resource Management

This programme is no longer recruiting. Please refer to the updated programme specification for the programme with the same name.

Final award	BA (Hons)
Intermediate awards available	Cert HE, Dip HE, BA
UCAS code	N600
Details of professional body accreditation	N/A
Relevant QAA Benchmark statements	Business and Management
Date specification last up-dated	September 2012

Profile

The summary - UCAS programme profile

BANNER BOX:

Do you want to develop a career in Human Resource Management?

ENTRY REQUIREMENTS

- 240 UCAS tariff points or equivalent
- Pass in a recognised Access Course or International Foundation Programme

In addition to the above, we require GCSE Maths grade C and English grade C or equivalents, unless competency is part of the qualification gained.

We also welcome mature student applicants and those with relevant professional and vocational qualifications, and these will be dealt with on an individual basis and may require an interview.

Students that apply to enter Year 2 or 3 of the programme may be admitted through normal Accreditation of Prior Learning (AEL) or Accreditation of Certificated Learning (ACL) processes, or through an approved articulation agreement.

In the case of applicants whose first language is not English, then IELTS 5.5 (or equivalent) is required. International qualifications will be checked for appropriate matriculation to UK Higher Education undergraduate programmes.

ABOUT THE PROGRAMME

What is Human Resource Management?

The BA (Hons) Human Resource Management allows you to focus your studies on the 'people' dimension of business and management. It is well established that in the competitive environment of 21st century business, people represent the most potent opportunities for

achieving competitive advantage. As such the HRM role in organizations has become increasingly more important as organizations seek to deploy, develop and engage their people. Concepts and techniques covered in the course are relevant to four areas vital to any business. They are:

- a critical understanding of the roles played by people in organizations in terms of their needs and behaviour
- the way in which an organization's people can be deployed for optimal customer service
- the management of people as a critical business resource integral to organizational strategies and complementary management activities
- the impact of the external environment on the business and how its people are managed

Human Resource Management is therefore multi-disciplinary in nature and can lead to many possible careers although it is an ideal preparation for a career in people management and development in particular.

Human Resource Management at UEL

The specialist HRM content of the BA (Hons.) Human Resource Management is delivered by a highly qualified and experienced teaching team that offers a potent blend of scholarly expertise and experience of working and managing in a diverse range of organizational settings. At present the team are engaging in an extensive range of scholarly activity, research and consultancy that enriches the quality of our teaching output. Specifically, recent published work has made contributions to the development of knowledge in the following areas: strategy and HRM; career management; stress in the workplace; gender; public sector management; international and comparative employment relations.

Furthermore, we call on the services of a network visiting and guest teachers who contribute further to the varied and multi-disciplinary learning experience. The Royal Docks Business School and UEL enjoys close links with employers in the local economy, nationally and internationally. We are therefore highly sensitised to their needs in terms of the skills and knowledge that they require.

Ultimately, the BA (Hons.) Human Resource Management at UEL has four distinctive attributes:

The first is that it provides the opportunity to study Human Resource Management in some depth while also gaining a broad understanding of a range of business functions, processes and environmental influences.

The second is that the programme contains a lot of flexibility. The course structure allows you to switch between full-time and part-time modes of study.

The third is that at each stage of the degree you will receive support in developing a personal development plan. This will consolidate learning, provide evidence of development to potential employers and also help you plan your future after graduating.

The fourth is that within the Human Resource Management degree scheme we have an optional year of work placement between years 2 and 3 as well as the option of studying a semester at a partner institution in Europe. If you choose the work placement option you can gain several advantages which should help your career development:

- you can put into effect what you learnt in Years 1 and 2
- you can gain valuable work experience in, and a wider understanding of, your chosen career route
- you can develop a network of contacts in your chosen career route, thus enhancing again your employability profile

Programme structure

The BA (Hons) Human Resource Management is offered as single honours, major, joint or minor award. The degree is normally studied over three years in the full-time mode and four to five in the part-time mode. It is possible to switch between modes, subject to timetabling constraints.

The Human Resource Management programme comprises eighteen 20 credit modules. In line with all business related programmes, the BA Human Resource Management shares a number of modules with other business degree awards at UEL. This allows you to specialise in areas of interest and facilitates transfer at any point up to half way through the programme.

Completing level 1 successfully qualifies the student for the award of the Certificate in Higher Education, Completing level 1 and 2 qualifies for the award of Diploma in Higher Education in Human Resource Management.

Human Resource Management (Single honours): Modular Structure

Level 1		Level 2		Level 3	
Introduction to Economics	Accounting and its Regulatory Framework	Customer Service Operations & Excellence	People Development	Research in Business and Management	Project
Governing Business Activity	People, Organisations and Management	People Resourcing	Fundamentals of Finance FE2**	Employee Relations	Strategic Management
Studying for Business	Marketing, Principles and Practice	Career Management in Business	Option*	Option*	Strategic HRM

A one year sandwich placement is available between Level 2 and 3 to all students

*Option modules can be chosen from the following Business modules:

Learning environment

Whilst studying with us you will use our Network facilities and we will teach you how to maximise the benefit you can develop from this powerful resource. In addition, student learning is supported via Web CT, our virtual learning environment to develop skills for life.

Additionally you will develop proficiency in information researching using our extensive, subject specific, online databases and CD-ROM facilities.

We will encourage you to use presentation techniques such as Powerpoint or videos.

By using these Information Technology resources you will enhance your learning and increase your Information Technology skills. Therefore when you enter employment you will have a very wide range of skills which will enable you to effectively demonstrate and apply what you have studied on your degree.

Work experience/placement opportunities

Work placement:

Between your second and final year you can gain valuable work experience by working full time in an organisation. You should note that

- we assist you in finding a placement with a suitable organisation
- the placement is normally paid, thus reducing the financial burden of degree study.

There are several other major advantages of this placement.

- it enables you to practice the ideas you have previously learnt.
- when you return for the final year you will be able to critically analyse your study in the final year in the light of your own practical experience.
- You may be able to claim 20 credits towards your programme as Work Based Learning.

Assessment

It is the policy of the Royal Docks Business School to include information on assessment criteria in Module handbooks

- Assessment is by a combination of many different types of coursework and examination.
- There are no formal examinations at Level 1 but there are some short time constrained tests.
- In the second and third years examinations generally, although not always, account for around 40% of the assessment.
- Your marks in level two and three modules will determine your final degree classification, level one marks are not used for this purpose.

Project work

You will undertake a project at level three on a Human Resource Management related topic of your choosing. You will receive specific guidance on its preparation in modules taught in the proceeding semester, and at level two, so you will be well prepared!

You will also find that mini projects or group work exercises feature in some of the modules taught in the degree, throughout each of the three years

Added value

Studying for a degree is not just about acquiring knowledge but is also about developing a range of skills and confidence which are valued by employers. The programme is designed to help you develop knowledge, skills and experience. We will help you to reflect upon this and recognise how you have developed and what the evidence for this is. This will help you to present yourself in the best possible light to employers.

IS THIS THE PROGRAMME FOR ME?

If you are interested in...

- How we can try to improve recruitment and selection to get the right people in the right jobs?
- How can an organisation deal with stress amongst employees?
- What trends and changes are occurring in Human Resource Management in an increasingly interconnected and globalised world?

If you enjoy...

- Listening to, and working with others
- Finding solutions to problems
- The challenge of reading about and thinking about, many different subjects from Law to Business Economics, from Marketing to Corporate Strategy, from Accounting and Finance to Organisational Behaviour
- The challenge of understanding the links which may exist between many different subjects
- Thinking about how globalisation affects you
- Working with others from different cultures
- If you can answer yes to some or all of these then you will probably enjoy studying for a Human Resource Management degree

If you want to combine Human Resource Management with other subjects you can, subject to availability and timetabling

The Human Resource Management programme has been designed to be combined with other programmes that run across UEL. As stated above, Business can be combined as either a Major, Joint or Minor award when taken in conjunction with other awards. Typical combinations might include:

- Marketing

- Accounting
- Business Studies
- International Business
- Economics

For details on possible combinations see the Combined Honours web pages at <http://www.uel.ac.uk/combined/programmes/index.htm>

Studying Human Resource Management with another subject may increase the range of career choices open to you.

Talk to your careers adviser, they should be able to give you further advice or come and see us on an Open Day, the details of which you can find on our web page.

Your future career

The range of potential careers is probably limitless, there are so many that they cannot be listed here.

As well as going on to run their own business our Human Resource Management graduates have the potential of working in many different organisations. To give you an idea of the organisations which employ our graduates, from a range of Human Resource Management degrees, we show below some of the employers of our most recent graduates:

Please click on the organisations name to be taken to their web-site.

Abbey National plc <http://www.abbeynational.co.uk/>

Cancer Research Fund <http://science.cancerresearchuk.org/>

Clarins (UK) Ltd. <http://uk.clarins.com/>

College of Law

Credit Suisse First Boston Bank <http://www.csfb.com/>

Department for Education and Skills <http://www.dfes-uk.co.uk/>

Direct Computer Training Ltd

Hamleys of London Ltd <http://www.hamleys.com/>

HM Customs and Excise <http://hmce.gov.uk/>

HSBC Bank plc. <http://hsbc.co.uk/>

Intec Telecom Systems Plc <http://www.intec-systems.com/>

Lloyds TSB Group <http://lloydstsb.com/>

London Borough of Redbridge <http://www.redbridge.gov.uk/>

London Borough of Waltham Forest. <http://www.lbwf.gov.uk/>

London School of Economics and Political Science <http://www.lse.ac.uk/>

Marks & Spencer plc. <http://www.marksandspencer.com/>

Merrill Lynch Inc. <http://www.ml.com/>

J.Sainsbury plc <http://sainsburys.co.uk/>

The Financial Services Authority <http://www.fsa.gov.uk/>

The Home Office <http://www.homeoffice.gov.uk/>

The National Health Service <http://www.doh.gov.uk/nhs.htm>

United Dairies plc

Graduates have also progressed to study Masters Degrees in either specialised subjects or the Master of Business Administration. Additionally graduates can also proceed to take Professional qualifications in their chosen fields.

As you can see, our graduates work in many different sectors of the economy, so there is a very wide choice of careers.

We hope you will use your degree at UEL to identify what you wish to do and preparing for that career.

You should start achieving your goal upon graduation.

How we support you

Introducing you to degree level study:

- we have designed the assessment and teaching processes throughout the first year so that you are progressively introduced to degree study
- we have developed a specific module in the first year that gives you the techniques needed for degree level study

Academic and administrative support :

- our Undergraduate Student Centre which will be able to answer the queries you may have about the operation of the Human Resource Management degrees
- a personal tutor will be allocated to you for each year of study who can advise on academic matters and personal development planning
- the year tutor for your programme and/or programme leader can help if you have course related issues you wish to raise

Outcomes

Programme aims and learning outcomes

What is this programme designed to achieve?

This programme is designed to give you the opportunity to:

- develop a clear understanding of future career options and demonstrate progress towards achieving them as either an employee or an owner manager or entrepreneur in either business or the non-profit sector or within further study within the academic community
- develop academically so that you have a detailed knowledge of business and management practices, can critically evaluate that knowledge and finally apply it in complex situations which may be characterised by contested and contradictory information
- developed relevant transferable and practical skills so that you can manage their own learning and are confident in applying these transferable and practical skills

- demonstrate understanding of the different forms organisations can take and its key people and management related decisions
- apply and justify methods, processes and perspectives relating to the
- manage and enhance the potential of a diverse work force
- critically evaluate and review current issues within Human Resource Management

What will you learn?

Knowledge and understanding

- You will be able to explain and comment critically upon the concepts and technique in the multi-disciplinary business subjects
- You will identify the problem situation for which the relevant business concepts and techniques were developed
- You will be able to apply the relevant business concepts and techniques to resolve multi-faceted business problems or issues.
- You will develop an in-depth knowledge of Human Resource Management and of the techniques associated with the area.

'Thinking' skills

- You will have developed an understanding of the theoretical basis of the concepts or techniques drawn from a wide range of business disciplines and in Human Resource Management in particular.
- You will be able to critically assess these concepts or techniques.
- You will have developed ability in incorporating the full range of multi-disciplinary approaches as appropriate to the problem or issue being discussed.

Subject-Based Practical skills

- You will be able to prepare and present solutions to business based problems or issues, particularly in the Human Resource Management area.
- You will be able to undertake a major self-managed activity, the project, which will address a topic of your choice which will be relevant to your future career
- On completion you will have demonstrated competence in using a broad range of Information Technology resources to enhance both your learning and its application to problem resolution

Skills for life and work

- You will be able to work effectively both as a team player and as an individual meeting strict deadlines and targets
- You will have confidence in explaining, defending and summarising your views to your peers on complex multidisciplinary issues and problems
- You will have developed high level skills in identifying problem parameters and selecting and implementing solution(s)
- You will have realised that your Human resources Management degree from UEL is just the beginning of your lifelong learning.

Structure

The programme structure

Introduction

All programmes are credit-rated to help you to understand the amount and level of study that is needed.

One credit is equal to 10 hours of directed study time (this includes everything you do e.g. lecture, seminar and private study).

Credits are assigned to one of 5 levels:

- 0 - equivalent in standard to GCE 'A' level and is intended to prepare students for year one of an undergraduate degree programme
- 1 - equivalent in standard to the first year of a full-time undergraduate degree programme
- 2 - equivalent in standard to the second year of a full-time undergraduate degree programme
- 3 - equivalent in standard to the third year of a full-time undergraduate degree programme
- M - equivalent in standard to a Masters degree

Credit rating

The overall credit-rating of this programme is 360 credits.

Typical duration

The expected duration of this programme is three years when attended in full-time mode or four and one half - five years in part-time mode. It is possible to move from a full-time mode of study to a part-time mode of study and vice-versa, to accommodate any external factors such as financial constraints or domestic commitments. Many of our students make use of this flexibility and this may impact on the overall duration of their study period.

How the teaching year is divided

The teaching year begins in September and ends in June. A student, normally registering for 6 modules in one year (3 modules in each Semester) would do so in a full-time attendance mode of study and a student registering for up to 4 modules in one year (2 modules in each Semester) would do so in part-time attendance mode of study.

What you will study when

This programme is part of a modular degree scheme. A student registered in a full-time attendance mode will take six 20 credit modules per year. An honours degree student will complete six modules at level one, six at level 2 and six at level 3.

It is possible to bring together modules from one field with modules from another to produce a combined programme. Subjects are offered in a variety of combinations:

Single 120 credits at levels one, two and three with minimum of 40 credits drawn from university wide option

Major 80 credits at levels one, two and three with a minimum of 20 credits drawn from university wide option

Joint 60 credits at levels one, two and three with a minimum of 20 credits drawn from university wide option

Minor 40 credits at levels one, two and three.

Modules are defined as:

Core Must be taken

Option Select from a range of identified module within the field

University Wide Option Select from a wide range of university wide options

The following are the core and optional requirements for the single, major, joint and minor routes for this programme

LEVEL	TITLE	CREDITS	STATUS SINGLE	STATUS MAJOR	STATUS JOINT	STATUS MINOR
1	Studying for Business	20	Core	Core	Option	
1	Introduction to Economics	20	Core			
1	Accounting and its Regulatory Framework	20	Core	Core	Option	
1	Marketing, Principles and Practice	20	Core			
1	Governing Business Activity	20	Core	Core	Core	Core
1	People Organisation and Management	20	Core	Core	Core	Core
2	Fundamentals of Finance	20	Core			
2	Career Management in Business	20	Core	Core	Option	
2	Customer Service Operations and Excellence	20	Core	Core	Option	
2	Purchasing and supply chain	20	Option			
2	Small, Medium Enterprise, Marketing	20	Option			
2	Integrated Marketing Communications	20	Option			
2	Globalisation	20	University Wide Option			

2	International logistics	20	Option				
2	People Resourcing	20	Core	Core	Core	Core	Core
2	People Development	20	Core	Core	Core	Core	Core
2	Volunteering	20	University Wide Option				
3	Strategic Management	20	Core		Option		
3	Discovering Entrepreneurship	20	Option				
3	Researching Business and Management	20	Core	Core	Option		
3	Project	20	Core	Core	Option		
3	Buyer Behaviour & Analysis	20	Option				
3	International Marketing Management	20	Option				
3	Governing Global Business	20	Option				
3	International Financial Markets and Institutions	20	Option				
3	International HRM	20	Option		Option		
3	Employee Relations	20	Core	Core	Core	Core	Core
3	Strategic HRM	20	Core	Core	Core	Core	Core
3	Work Based Learning	20	University Wide Option				

Requirements for gaining an award

In order to gain an honours degree you will need to obtain 360 credits including:

- A minimum of 120 credits at level one or higher
- A minimum of 120 credits at level two or higher
- A minimum of 120 credits at level three or higher

In order to gain an ordinary degree you will need to obtain a minimum of 300 credits including:

- A minimum of 120 credits at level one or higher
- A minimum of 120 credits at level two or higher
- A minimum of 60 credits at level three or higher

In order to gain a Diploma of Higher Education you will need to obtain at least 240 credits including a minimum of 120 credits at level one or higher and 120 credits at level two or higher

In order to gain a Certificate of Higher Education you will need to obtain 120 credits at level one or higher

In order to gain an Associate Certificate you will need to obtain a minimum of 20 credits at level one or higher

In order to gain a Foundation Degree you will need to obtain a minimum of 240 credits including:

A minimum of 120 credits at level one or higher

A minimum of 120 credits at level two or higher

(A Foundation degree is linked to a named Honours degree onto which a student may progress after successful completion of the Foundation degree)

Degree Classification

Where a student is eligible for an Honours degree, and has gained a minimum of 240 UEL credits at level 2 or level 3 on the programme, including a minimum of 120 UEL credits at level 3, the award classification is determined by calculating:

The arithmetic mean of the best 100 credits at level 3 $\times 2/3$ + The arithmetic mean of the next best 100 credits at levels 2 and/or 3 $\times 1/3$

and applying the mark obtained as a percentage, with all decimal points rounded up to the nearest whole number, to the following classification

70% - 100% First Class Honours

60% - 69% Second Class Honours, First Division

50% - 59% Second Class Honours, Second Division

40% - 49% Third Class Honours

0% - 39% Not passed

Assessment

Teaching, learning and assessment

Teaching and learning

Knowledge and understanding is developed through

- Directed and general reading in the Subject Area
- Participation in lectures, tutorials, seminars, workshops
- Primary research using interviewing, surveys or case study approaches and the use of information technology to undertake secondary research

'Thinking' skills are developed through

- preparing tasks set for tutorials, seminars and workshops

- satisfactorily completing the continuous assessment process including essays, presentations, multiple choice assessment
- Preparation for examinations or major assignments such as the Project

Practical skills are developed through

- The use of Information Technology
- The preparation of presentations on selected topics
- The completion of group based or individual assignments

General skills are developed through

- Managing time so that assignment deadlines are met, whether working in groups or individually.
- Presenting ideas or arguments in a clearly structured manner
- Being able to produce clearly argued solutions when problem solving

Assessment

As outlined above the Human Resource Management degree is multi-disciplinary. Therefore it is appropriate that we use many different assessment techniques as different disciplines use different forms of assessment.

It is the policy of the Royal Docks Business School to include information on assessment criteria in Module handbooks

Therefore during your studies and dependant upon the Module you choose, you will be assessed by many different techniques which may include, either conducted either individually or in groups

- essays
- reports
- presentations, (using Powerpoint or a short video)
- preparation of a case study
- analysis of an existing case study
- modelling using Excel, Access presented using Powerpoint and Publisher
- time constrained tests
- open book tests
- data base searches
- critical self assessment analysis
- role play
- preparation of a portfolio
- preparation of a seminar paper
- multiple choice tests
- A final year project
- closed book examinations
- examinations based upon previously distributed case studies

As appropriate knowledge, thinking skills, practical skills and skills for life and work will be assessed as follows:

Knowledge and understanding is assessed by

- evidence of comprehensive reading in the Module being assessed
- ability to explain, identify, describe, discuss, draw upon (as appropriate) the ideas in the Module in the context of the piece of assessment for the Module

'Thinking' skills are assessed by

- the ability to compare, examine, contrast, question, debate, distinguish between (as appropriate) the ideas in the Module and how they are relevant to the piece of assessment for the Module.
- the ability to develop, elaborate, redefine, propose alternatives, re-conceptualise, integrate, establish new connections between, (as appropriate) the ideas in the Module in response to the assessment for the Module
- the ability to assess, judge, appraise, criticise (as appropriate) the ideas in the Module in addressing the Module's assessment.

Practical skills are assessed by

- the ability to prepare an assignment using appropriate resources, including Information Technology, to addresses the issue or question in the assessment
- evidence of logical planning and management of time in preparing the assessment.

General skills are assessed by

- evidence of team or group working
- the ability to work in time constrained environments
- the use of appropriate problem solving skills.

Quality

How we assure the quality of this programme

Before this programme started

Before this programme started, the following was checked:

- there would be enough qualified staff to teach the programme;
- adequate resources would be in place;
- the overall aims and objectives were appropriate;
- the content of the programme met national benchmark requirements;
- the programme met any professional/statutory body requirements;
- the proposal met other internal quality criteria covering a range of issues such as admissions policy, teaching, learning and assessment strategy and student support mechanisms.

This is done through a process of programme approval which involves consulting academic experts including some subject specialists from other institutions.

How we monitor the quality of this programme

The quality of this programme is monitored each year through evaluating:

- external examiner reports (considering quality and standards);
- statistical information (considering issues such as the pass rate);
- student feedback.

Drawing on this and other information, programme teams undertake the annual Review and Enhancement Process which is co-ordinated at School level and includes student participation. The process is monitored by our Quality and Standards Committee.

Once every six years an in-depth review of the whole field is undertaken by a panel that includes at least two external subject specialists. The panel considers documents, looks at student work, speaks to current and former students and speaks to staff before drawing its conclusions. The result is a report highlighting good practice and identifying areas where action is needed.

The role of the programme committee

This programme has a programme committee comprising all relevant teaching staff, student representatives and others who make a contribution towards the effective operation of the programme (e.g. library/technician staff). The committee has responsibilities for the quality of the programme. It provides input into the operation of the Review and Enhancement Process and proposes changes to improve quality. The programme committee plays a critical role in the quality assurance procedures.

The role of external examiners

The standard of this programme is monitored by at least one external examiner. External examiners have two primary responsibilities:

- To ensure the standard of the programme;
- To ensure that justice is done to individual students.

External examiners fulfil these responsibilities in a variety of ways including:

- Approving exam papers/assignments;
- Attending assessment boards;
- Reviewing samples of student work and moderating marks;
- Ensuring that regulations are followed;
- Providing feedback through an annual report that enables us to make improvements for the future.

Listening to the views of students

The following methods for gaining student feedback are used on this programme:

- Module evaluations

- Student representation on course committees (meeting each semester)

Students are notified of the action taken through:

- circulating the minutes of the course committee
- providing details on the programme notice-board
- Student/Staff consultative committee (meeting 3 times a year)

Listening to the views of others

The following methods are used for gaining the views of other interested parties:

- The Royal Docks Business School Advisory Board
- Placements Officer
- As appropriate, being informed by relevant Professional bodies.

Further Information

Alternative locations for studying this programme

Location Which elements?	Taught by UEL staff	Taught by local staff	Method of Delivery
-	-	-	-

Where you can find further information

Further information about this programme is available from:

- The UEL web site (<http://www.uel.ac.uk>)
- The programme handbook (on internal UEL-Plus intranet)
- Module study guides (on internal UEL-Plus intranet)
- UEL Manual of General Regulations and Policies <http://www.uel.ac.uk/qa/>
- UEL Quality Manual <http://www.uel.ac.uk/qa/>
- Regulations for the Academic Framework <http://www.uel.ac.uk/academicframework/>
- UEL Guide to Undergraduate Programmes
- Royal Docks Business School Webpages: <http://www.uel.ac.uk/business/index.htm>
- Equal Opportunities <http://www.uel.ac.uk/equality/index.htm>